



Contract Instructions for Student Organizations

First, and most important, **no student may sign a contract**. If a student signs a contract, that student is financially liable to pay for the fees in the contract. All contracts have a routing procedure that must be followed. Below is an outline of the procedure.

The typical contract procedure takes 3-4 weeks, but including processing of payment can take as much as six weeks. Because of this we encourage students to take advantage of the Event Planning Checklist (available in the resources section of the Student Activities & Leadership website) and plan ahead.

The Office of Student Activities & Leadership also has a blank contract that may be edited and used if the speaker/vendor/performer/etc. you are using does not provide a contract. This may also be downloaded in the resources section of the Student Activities & Leadership website. The rules and regulations for contracting for the university are also available online.

The student organization accounting code must be present with sufficient funds to cover the request. If the present fund balance does not cover the cost of the contract, an explanation of anticipated funding sources must be included. The space for the performance must be reserved before the contract is processed.

The following steps should be taken for all contracts for student organizations.

- ___ Contract Reviewed by the Office of Student Activities & Leadership (Shriver Center)
- ___ Contract Reviewed by Building Point of Contract/Physical Facilities (if necessary)
(If space reserved through registrar's office, a print-out of reservation confirmation should be attached)
- ___ Contract Reviewed by Miami University Police Department (if necessary)
- ___ Contract Reviewed by Division of Student Affairs (Warfield Hall)
- ___ (if performer/speaker/etc.) Contract Reviewed by David Creamer in Finance & Business Services
- ___ (if service/purchase/etc.) Contract Reviewed by Bill Shawver in Purchasing

After all signatures are present on the routing form, the student organization is responsible for contacting the artist/company to finalize the contract and initiating payment for the services.